

Work Study Job Description

Job Title	Special Events Coordinator
Department Name	UW Women's Center
Job Location	Cunningham
Pay Rate	\$10.10 - \$15.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Johnna White
Phone Number	2066852940
Email Address	jwhite23@uw.edu
Website	http://depts.washington.edu/womenctr/
Box Number	353070

Nature of Organization

The mission of the Womens Center is to promote and advocate for gender equity and social justice on campus and in the larger community, through educational programs and services, which allow all individuals to nurture an equitable, inclusive and compassionate society.

Duties and Responsibilities

Special Events

- o Help support and manage event projects and logistics including, but not limited to:
- o Gala committee support
- o Event production and planning
- o Event research and logistics
- o Decorations / promotional materials
- o Donor relations and post-event acknowledgements
- o Volunteer recruitment and management

Communications

- o Collaborate with Marketing & Communications Coordinator and WC programs to create event publications including; save-the-dates, invitations, flyers, etc.

Other duties as assigned

Minimum Qualifications

- Ability to work independently and as part of a team
- Exceptional problem solving and organizational skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Prior experience in special events, advancement, public relations, and communications preferred
- Passion for the WC's mission
- Some nights and weekend availability

Educational Benefits

- Opportunity to enhance project management and communication skills.
- Cultivate relationships with gala committee team, executive director, and advisory board to enhance Women's Center's initiatives.

*The position will remain open until filled.

How to Apply

- Email resume and cover letter to jwhite23@uw.edu; include your name and job title in subject line

Job Number: WOMC14 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program:
Federal